

TITLE 13. PUBLIC SAFETY**CHAPTER 2. DEPARTMENT OF PUBLIC SAFETY
PRIVATE INVESTIGATORS**

(Authority: A.R.S. § 32-2401 et seq.)

ARTICLE 1. GENERAL PROVISIONS

Section

- R13-2-01. Filing applications
- R13-2-02. License
- R13-2-03. Branch office certificate
- R13-2-04. Identification card
- R13-2-05. Issuance of license, branch office certificate, identification card - original or renewal
- R13-2-06. Denial of license
- R13-2-07. Renewal of license, branch office certificate, identification card
- R13-2-08. Revocation of license
- R13-2-09. Suspension of license
- R13-2-10. Employee records - business records
- R13-2-11. Complaints
- R13-2-12. Business and employee names

ARTICLE 1. GENERAL PROVISIONS**R13-2-01. Filing applications**

- A.** All applications for a license or identification card must be presented in person by the applicant at the Arizona Department of Public Safety office in Phoenix, Tucson, or Flagstaff. Each application must be complete, correct and notarized before acceptance. Each application shall be accompanied by the following documents where applicable:
 - 1. Birth certificate.
 - 2. Discharge papers. (DD 214)
 - 3. Incorporation papers.
 - 4. Surety bond.
 - 5. Application fee.
- B.** Two photographs and two sets of fingerprints will be taken of the applicant at the Department of Public Safety at the time of application.
- C.** A separate application must be filed by each partner of a partnership, each corporate officer of a corporation who is residing in Arizona, and each director, associate, manager, or employee of a business.
- D.** If an application is withdrawn, the application fee, if any, shall not be refunded.

Historical Note

Former rule 1.

R13-2-02. License

- A.** Each license shall contain the name and address of the licensee, name and address of the licensed business, and the number of the license. The license shall be effective for a 12-month period from the date of issuance, and these effective dates shall be noted on the license.
- B.** Once a license has been assigned to a licensee, this license shall be neither assignable nor transferable. The license number, once assigned, shall not be reassigned to any other license.
- C.** If a licensee wishes to surrender his license before the expiration date, the license fee or any part thereof shall not be refunded.
- D.** The license shall be posted in a conspicuous place in the principal office.

Historical Note

Former rule 2.

R13-2-03. Branch office certificate

- A.** Issuance of a branch office certificate shall be mandatory, and each certificate shall be posted in a conspicuous place in the branch office. The license number under which a branch office certificate is issued shall be noted on the certificate along with the name and address of the license, name of the business and address of the branch office, and the effective dates of the branch office certificate (these dates shall run concurrently with the effective dates of the license).
- B.** All records of all business transacted at a branch office, and employee records of each branch office, shall be maintained by the licensee at his principal place of business. Such records shall be available for inspection by any officer of the Department of Public Safety.

Historical Note

Former rule 3.

R13-2-04. Identification card

- A.** Under each license issued, a standard identification card as prescribed by the Director, shall be issued to the licensee, managers, officers, partners, directors, associates, and employees (except those engaged exclusively in clerical work) after these individuals have filed an application with the Department of Public Safety and have met the qualifications where applicable. These identification cards shall contain the following information: name, photograph, name and address of licensee, fingerprint, physical description, number of license, number of card, effective dates of the license, and the Arizona state seal. These identification cards are as follows:
 - 1. The licensee shall receive a white standard identification card, designated as a licensee card.
 - 2. Each associate, officer, or partner shall receive a green standard identification card.
 - 3. Each employee, associate, officer, or partner who will conduct investigations shall receive a blue standard identification card.
- B.** Identification cards are neither assignable nor transferable and are valid only during the effective dates of the license under which the card has been issued, and valid only as long as the card holder is employed by, connected or associated with the licensee.
- C.** All part-time employees shall obtain a standard identification card. All part-time employees employed by more than one licensee shall obtain an identification card under each license he is employed.
- D.** If an identification card is lost or stolen, the Department of Public Safety shall be notified immediately and arrangements shall be made for issuance of a duplicate identification card.
- E.** No badge whatsoever shall be utilized in conjunction with the license, branch office certificate or identification card.

Historical Note

Former rule 4.

R13-2-05. Issuance of license, branch office certificate, identification card - original or renewal

The applicant for an original license, branch office certificate or identification card, or renewal of same, will be notified by mail when the license, branch office certificate or identification card is ready for issuance. The applicant will appear in person at the Department of Public Safety (the issuance of an identification card

will necessitate applicant's presence to facilitate the fingerprinting and signing of the card). Upon payment of applicable fee, the license, branch office certificate or identification card will be issued.

Historical Note
Former rule 5.

R13-2-06. Denial of license

- A. If the Director or his designate determines that an applicant for a license does not possess the qualifications as prescribed by A.R.S. § 32-2412, or grounds have been established as set forth under A.R.S. § 32-2414, the applicant will be notified by registered mail of the facts involved.
- B. The applicant will be notified of the date and time of the hearing which will be not less than 20 days after the applicant's receipt of hearing notification. Hearings will be held in compliance with A.R.S. §§ 41-1009, 41-1010, and 41-1011 before a hearing board or officer comprised of such person or persons as may be designated by the Director. If the applicant does not appear at the hearing, the applicant will be notified by registered mail of the hearing findings. In all cases assigned to the hearing board or officer for hearing, they shall prepare proposed findings of fact and conclusions of law in such form that they may be adopted as the Director's findings and conclusions in the case. Upon the filing of the proposed findings and conclusions with the Director, he may adopt them in their entirety, modify them, or may himself decide the case upon the record.

Historical Note
Former rule 6.

R13-2-07. Renewal of license, branch office certificate, identification card

- A. The license shall be subject to renewal at the end of the 12-month period of effectiveness from the date of issuance. This 12-month period, or effective dates of the license shall also pertain to the branch office certificate and identification cards issued under each license. At this time it will be necessary for the licensee to fill out a License Renewal Form and return same by mail to the Department of Public Safety. Included in the Renewal Form shall be a statement to be signed by the licensee that no changes have been made in location of principal office, branch office, associates, directors, partners, managers, or employees holding identification cards, and that none of the aforementioned have been changed without the Director being notified in writing prior to the renewal date.
- B. If the license, branch office certificate, or identification card have not been renewed before this renewal date, they shall expire. The licensee or identification card holder shall be notified of the expiration by registered mail, at which time the license and all branch office certificates and identification cards issued under that license shall be returned to the Department of Public Safety for cancellation. That license and all branch office certificates and identification cards issued under that license shall be subject to seizure by any officer of the Department of Public Safety upon expiration.
- C. Once a license or identification card has expired, and the former licensee or identification card holder wishes to obtain a license or identification card, it will be necessary for this individual to file an application with the Department of Public Safety and the original application fee and license fee or identification card fee shall apply, where applicable.

Historical Note
Former rule 7.

R13-2-08. Revocation of license

- A. If the Director or his designate determine grounds for revocation of a license as set forth under A.R.S. § 32-2427, the licensee will be notified by registered mail of the facts involved.
- B. The licensee will be notified of the date and time of the hearing on the revocation of the license, which will be not less than 20 days after the applicant's receipt of hearing notification. Hearings will be held in compliance with A.R.S. §§ 41-1009, 41-1010, and 41-1011 before a hearing board or officer comprised of such person or persons as may be designated by the Director. If the licensee does not appear at the hearing, the licensee will be notified by registered mail of the hearing findings.
- C. If a license is revoked by the Director, the former licensee cannot apply for reinstatement for a period of 12 months from the date of revocation. In all cases of revocation, it will be necessary to apply for reinstatement by filing an application form as prescribed by the Director, and all applicants for reinstatement are then subject to the original application fee and cost of license upon issuance.
- D. Upon revocation of a license, the license and all branch office certificates and identification cards issued under that license shall be returned to the Department of Public Safety immediately for cancellation and are subject to seizure by any officer of the Department of Public Safety.

Historical Note
Former rule 8.

R13-2-09. Suspension of license

- A. If the Director or his designate determine grounds for suspension of a license as set forth under A.R.S. § 32-2427, the licensee will be notified by registered mail of the facts involved.
- B. The licensee will be notified of the date and time of the hearing on the suspension of the license, which will be not less than 20 days after the licensee's receipt of hearing notification. Hearings will be held in compliance with A.R.S. §§ 41-1009, 41-1010, and 41-1011 before a hearing board or officer comprised of such person or persons as may be designated by the Director. If the licensee does not appear at the hearing, the licensee will be notified by registered mail of the hearing findings.
- C. If a license is suspended by the Director, for a period designated by the Director, the license and all branch office certificates and identification cards issued under that license shall immediately be returned to the Department of Public Safety and are subject to seizure by an officer of the Department of Public Safety. The license, branch office certificates, and identification cards will be held by the Department of Public Safety until the end of the suspension period, at which time these documents will be returned to the licensee.

Historical Note
Former rule 9.

R13-2-10. Employee records - business records

Each licensee shall maintain at his principal place of business a file or record of the name, address, title, commencing date and date of termination on each partner, director, business associate, officer, manager, or employee of the principal office and branch office. Each licensee shall maintain at his principal place of business a file on all business transacted at each branch office. The aforementioned files and records shall be available for inspection by the Director or any officer of the Department of Public Safety, and copies and information pertaining thereto or contained therein shall be submitted to the Department of Public Safety upon request.

Historical Note
Former rule 10.

R13-2-11. Complaints

Complaints shall be in writing on such forms as the Director may prescribe and shall be filed with the Department of Public Safety. A copy may be forwarded to the licensee against whom the complaint has been lodged at the discretion of the Director. If a complaint involves alleged violation of Arizona Revised Statutes, the Department of Public Safety shall institute an investigation to ascertain if a violation has in fact occurred. When an investigation indicates that there has in fact been a violation of the Arizona Revised Statutes or rules and regulations contained herein, and the Director or his designate determine grounds for suspension or revocation of the license, procedure as outlined in R13-2-08 and R13-2-09 will be followed.

Historical Note

Former rule 11.

R13-2-12. Business and employee names

- A.** The name of the licensed business shall not include "United States", "U.S.", "Federal", "State of Arizona", or any name to

associate the business with any other governmental agency or law enforcement agency. The use of the words "corporation", "corp.", "incorporated", or "inc." will not be approved for an individual or partnership license unless corporate papers have been filed with the Corporation Commission. Similar business names of licensed firms will not be approved.

- B.** The licensee, business associates, and employees will do business and present themselves under the name used on their application and identification card. No fictitious names will be approved for use on identification cards.
- C.** The licensed business shall do all business under the name and address which is on file with the Director and which is noted on the license. This business is to include: name on letterhead and all stationery, all advertising, formal contracts entered into with clients, payroll and reports to clients.

Historical Note

Former rule 12.